

# INTERGOVERNMENTAL INTERNSHIP COOPERATIVE (IIC) INTERNSHIP APPLICATION

If your application does not provide all the information requested on this form and in the position announcement, you may lose consideration for a position.

1 Job title in announcement	2 Agency	3 Name of Agency Contact
4 Last name	First and middle names	5 E-mail address
6 Mailing address		7 Phone numbers (include area code)
City	State ZIP Code	Daytime ( )
	-	Evening ( )

8 Academic Year (circle one) FR SO JR SR	Academic Major
9 Academic Advisor	
10 Advisor Phone	Email

## WORK EXPERIENCE *(you may attach resume/additional information as necessary)*

11 Describe your paid and nonpaid work experience related to the job for which you are applying. Do **not** attach job descriptions.

Job title (if Federal, include series and grade)

1)

From (MM/YY)	To (MM/YY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's e-mail and phone number
				( )
Describe your duties and accomplishments (please attach additional sheets)				

May we contact your current supervisor? YES ☐ NO ☐

Describe your paid and nonpaid work experience related to the job for which you are applying. Do **not** attach job descriptions.

Job title (if Federal, include series and grade)

2)

From (MM/YY)	To (MM/YY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's e-mail and phone number
				( )
Describe your duties and accomplishments (please attach additional sheets)				

May we contact your current supervisor? YES ☐ NO ☐

## ***EDUCATION***

**12** Mark highest level completed.    **Some HS** ☐    **HS/GED** ☐    **Associate** ☐    **Bachelor** ☐    **Master** ☐    **Doctoral** ☐

**13** Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

**14** Colleges and universities attended. Do **not** attach a copy of your transcript unless requested.

1)	Name			Total Credits Earned		Major(s)	Degree - (if any)	Year Received
	City	State	ZIP Code	Semester	Quarter			
			-					
2)								
			-					

### **OTHER QUALIFICATIONS**

**15** **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc. **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do **not** send documents unless requested.

## GENERAL

**16** Are you a U.S. citizen? YES ☐ NO ☐ è Give the country of your citizenship.

**17** Do you claim veterans' preference? **NO** ☐ **YES** ☐ è Mark your claim of 5 or 10 points below.

**5 points** ☐ è Attach your DD 214 or other proof. **10 points** ☐ è Attach an *Application for 10-Point Veterans' Preference* (SF 15) and proof required.

**18** Were you ever a Federal civilian employee?

**NO** ☐ **YES** ☐ è For highest civilian grade give:

**19** Are you eligible for reinstatement based on career or career-conditional Federal status?

**NO** ☐ **YES** ☐ è If requested, attach SF 50 proof.

## REFERENCES

**20** Please list 2 references. (One academic, one employment)

Name-	Name-
Email-	Email-
Phone-	Phone

## APPLICANT CERTIFICATION

**21** I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

**SIGNATURE**

DATE SIGNED